

EMERGENCY PREPAREDNESS PLAN



December 2002

Gray Davis, Governor

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**IN CASE OF EMERGENCY CALL THE CALIFORNIA
HIGHWAY PATROL AT 9+9-1-1 THEN CALL SECURITY**

CALIFORNIA HIGHWAY PATROL (CHP)/FIRE DEPT/AMBULANCE

Emergency
Non-Emergency (CHP)

Phone: **9+9-1-1**
Phone: 445-2895

EMERGENCY COORDINATOR: Karen Van Egdon
ALTERNATE COORDINATOR: Mark Hutchison

Phone: 4-4100
Phone: 4-6718

EMERGENCY RESPONSE TEAM COORDINATOR:
Karen Van Egdon
ALTERNATE EMERGENCY RESPONSE TEAM
COORDINATOR: Randy Roesser

Phone: 4-4100
Phone: 4-4390

HEALTH & SAFETY: Karen Van Egdon
SECURITY LIAISON: Claude Heiney
DISABLED ADVISORY COMMITTEE REP.: Vacant

Phone: 4-4100
Phone: 4-5385
Phone: 4-5326

DGS BUILDING MANAGER: Marcell Lewis
CEC BUILDING COORDINATOR: Claude Heiney

Phone: 7-0428
Phone: 4-5385

COMMAND CENTER: Security/Information Off., 1st Floor

Phone: 4-4416

WORKER'S COMPENSATION COORDINATOR: Tami McMillan Phone: 4-4484

INDUSTRIAL INJURY OR ILLNESS : MedClinic
3160 Folsom Blvd.
733-3333

HOSPITALS: Kaiser Permanente Hosp., North
2025 Morse Avenue
973-5000

Sutter General Hospital
2820 L Street
454-2222

Kaiser Permanente Hosp., South
6600 Bruceville Road
686-2000

UC Davis Medical Center
2315 Stockton Blvd.
734-2011

Mercy General Hospital
4001 J Street
453-4545

UTILITIES SHUT-OFF (ELECTRICITY, WATER SUPPLY): Responsibility of Security Liaison to call the Building Manager or the appropriate department within the Department of General Services to shut off electricity, water and other utilities to the building, if necessary, in time of crisis.

General Information And Organization

Purpose of the Plan

To establish and maintain a state of readiness for the protection of Commission employees in the event of an emergency such as fire, earthquake, bomb threat, explosion, and/or serious injury. This plan is designed to protect lives and property, preserve the organizational structure, and ensure continuity or early resumption of essential services.

Authority for the Emergency Preparedness Plan

Gubernatorial executive orders were issued over the past two decades emphasizing the need for state agencies to plan and implement emergency preparedness programs. As a result of these orders, the California Highway Patrol (CHP) was given authority over matters relating to the security of state employees and property. They were also given responsibility to oversee and assist state agencies with developing Emergency Preparedness Plans for their facilities. (Reference: Government Code 14615 (b); State Administrative Manual (SAM), Sections 2600-2666).

Commission Responsibility

All Commission managers and first line supervisors are responsible for ensuring compliance with the Emergency Preparedness Plan. Management must ensure that their employees know about, and are prepared to follow, established emergency procedures.

CHP Requirements

Management is required to designate an Emergency Coordinator/Health & Safety Officer who is responsible for the preparation and distribution of the Emergency Preparedness Plan and subsequent revisions, maintaining the revision schedule, and updating the roster. The Personnel Office is responsible for retaining the originals and the revision schedule. The Emergency Coordinator is responsible for submitting an updated copy to the CHP every two years.

Copies of the Emergency Preparedness Plan are distributed to the CHP, the Building Manager assigned to the Energy Commission Building by the Department of General Services, Commission management and staff. A copy is filed in the Personnel Office for random inspection by the CHP.

Emergency team personnel rosters will be kept current by the Emergency Coordinator. Each Office and Division will review the rosters annually and submit an update to the Emergency Coordinator. The Emergency Coordinator will review and approve changes in compliance with CHP requirements.

Building Emergency Evacuation Team

The Building Emergency Evacuation Team is composed of the Emergency Coordinator and Alternate Coordinator, Floor Wardens and their alternates, the Health and Safety Officer, Security Liaison, Disabled Advisory Committee representative, Department of General Services Building Manager, and other personnel as necessary. The Emergency Coordinator should call a meeting of the team at least once every four months to discuss current emergency preparedness and safety concerns, and to update and clarify procedures.

Command Center

All emergency operations shall be directed from the Command Center located in the Security/Information Office on the First Floor of the Energy Commission Building. In the event of an emergency, the Command Center will be activated by the Emergency Coordinator. Command Center staff will consist of:

Emergency Coordinator (Red Hat)	Recorder(s)
Alternate Coordinator (Red Hat)	Messenger(s)
Health and Safety Officer	Security Liaison
Disabled Advisory Comm. Rep.	Security Officer on duty

Emergency floor personnel will include as necessary:

Floor Wardens (Yellow Hats)	Search Teams
Employee Assistants	First Aid & CPR Teams
Zone Monitors (White Hats)	Messengers

The Command Center should be equipped with at least 3 telephones, a portable radio, pagers for the emergency team, call list for emergency team on all floors, all floor maps, chalk board or easel for status updates, and extra hard hats.

Titles and Duties of Emergency Team Members

EMERGENCY COORDINATOR: Develops the emergency plan and organizes staff and other tenant agencies to conduct emergency operations. Ensures that Floor Wardens maintain current rosters of emergency teams and posts emergency personnel lists and floor maps on bulletin boards and other strategic locations. Directs the activities of building occupants during an emergency until the arrival of fire or police personnel. The Emergency Coordinator assesses damage and determines action necessary to immediately control dangerous areas or conditions. These may include:

1. Fire suppression and standby.
2. Supervising rescue and first aid teams.

3. Disconnecting utilities and business machines.
4. Protecting or removing all records of importance.
5. Closing doors or windows during fires, or venting them during bomb threats.
6. Controlling access into areas.
7. Enlisting assistance of other personnel as necessary.

ALTERNATE COORDINATOR: Serves as principal assistant to the Emergency Coordinator and acts as Emergency Coordinator when necessary. During an emergency, contacts the Building Manager or appropriate engineers responsible for controlling utilities for the building and informs them of the emergency.

FLOOR WARDEN: Coordinates all emergency actions in an assigned area. Exercises command responsibility during any actual emergency or drill to ensure employee safety, and ensure all employees are aware of the emergency in their assigned area. Makes certain the Emergency Coordinator is aware of emergency conditions.

Coordinates with the Emergency Coordinator and maintains current rosters of emergency team members and posts emergency personnel lists and floor maps on bulletin boards and other strategic locations. Coordinates with the Emergency Coordinator for proper training of Zone Monitors to perform their functions efficiently and safely during emergencies.

Designates and instructs additional or alternate personnel as necessary if zone monitors are absent .

Ensures the following actions are taken at the first indication of an emergency situation in the building:

- Notifies the Emergency Coordinator.
- Notifies various Zone Monitors as to the type of emergency.
- Assigns Zone Monitors to various locations such as stairs, elevators, and bathrooms.
- Alerts monitors assigned to assist disabled persons.
- Assures Zone Monitors carry out their responsibilities.
- Assigns alternate Zone Monitors in case of absence.
- Assigns messengers, as needed.
- Receives and reports to Emergency Coordinator any unsafe conditions on floor, stairways or elevators or any situation involving the emergency.
- Assists fire or police personnel, as needed
- Directs searches, as needed, and reports results to Emergency Coordinator.
- Waits for instructions from Emergency Coordinator.

ZONE MONITORS: Volunteers who are assigned by Floor Warden to organize the flow of any evacuation. Informs everyone in the area of the emergency. If evacuation is necessary, make sure all employees in their area are evacuated through proper evacuation routes and report to the Floor Warden at the predetermined evacuation site. Keeps Floor Warden posted of any situation that needs attention. Assigns monitors to elevators and bathrooms to keep them clear of employees. Assigns monitors to determine if stairs are available for egress during an emergency, then directs orderly evacuation of employees. Ensures that stairwell doors are CLOSED and are NOT HELD OPEN when they are not actually being used for egress. Reports evacuation results to Floor Warden.

EMPLOYEE ASSISTANTS: Each person needing assistance, as identified on Page 31, is assigned two (2) or more employees to assist during any emergencies. They accompany the employee, and provide any assistance necessary during an emergency. Employees needing assistance who are not listed on Page 31 should notify their Floor Warden and the Emergency Coordinator.

RECORDER(S): Security Liaison will perform duties of Recorder. Records emergency procedures taken, as necessary.

SECURITY OFFICER: As directed by the Emergency Coordinator, the on-duty Security Officer, at the time of an emergency, assists in the Command Center.

MESSENGER(S): Anyone available to work may be asked to act as a messenger by the Emergency Coordinator, Alternate Coordinator or Floor Wardens to the Command Center or to the floors to assist as needed.

FIRST AID PERSONNEL: Administer first aid to injured persons during an emergency prior to the arrival of the CEC Emergency Response Team and the Emergency Medical Technicians (EMTs) (refer to First Aid page 8-9).

EMERGENCY RESPONSE TEAM: These employees are trained in more advanced medical training. They are trained in the use of oxygen and an Automated External Defibrillator. They will take over from the First Aid Personnel in the event of a life threatening emergency. Since the Emergency Response Team Coordinator would be busy with the emergency, the Alternate Team Coordinator will assume command of the Team.

SEARCH PERSONNEL: These are employees who have volunteered to assist their Floor Wardens. Their job is to ensure everyone is out of the building. This includes individual offices, bathrooms, cot rooms, conference rooms, etc. They will do a visual search during fire evacuation, bomb threats or other emergencies; ensure employees **DO NOT WAIT FOR** or **USE** elevators during an evacuation; direct personnel to evacuation areas through proper evacuation routes. As offices are cleared, they will put a "yellow sticky" marked with an "X" on the door to each room they check. If you are interested in volunteering, contact your Floor Warden and also notify the Emergency Coordinator.

Building Security

This plan establishes procedures for the security of the Energy Commission Building located at 1516 Ninth Street and the safety of the employees. The Energy Commission building is four-story building with a basement and an accessible roof. It is located between O Street (North), Ninth Street (East), P Street (South), and an alley on the West side. Responsibility for the security of the building is delegated to the Business Services Office.

Security Officers on Duty

A Security Officer is on duty in the Energy Commission building 24 hours a day, seven days a week. The Security Officer monitors the camera surveillance system, patrols the building after hours, observes and reports any dangerous situation in the building to the CHP and Security Liaison. They log in and assist visitors to the building. The Energy Commission Security Officer can be reached by calling the Security/Information Desk at 4-4416, or cellular phone at 591-0027, or pager at 499-6420.

Security During Regular Business Hours

The Energy Commission building is open from 6:00 a.m. to 6:00 p.m., Monday through Friday. The building is closed and automatically locked each weekday at 6:00 p.m., and opened automatically each weekday morning at 6:00 a.m. The building remains closed for business and locked from 6:00 p.m. Friday to 6:00 a.m. the following Monday. To gain entry or to exit the building when it is closed after hours or on weekends, staff must use a card key. Card keys are issued to all employees by the Business Services Office. The card key can be used to open the P Street door. The Southwest alley door is only accessible by Commissioners and their staff. All other First Floor doors remain locked. Alarms are activated on all doors after hours and weekends. An active camera surveillance system is in place in various locations throughout the building. The bathrooms are open at all times.

Enclosed offices with doors should be kept locked at all times, e.g., when staff are not in the office or at lunchtime. Employees in open space offices should keep valuables in locked drawers. All employees should keep personal belongings and valuables out of sight either locked in drawers or on their person when they leave their office for meetings or lunch/breaks. All employees should take personal valuables home when they leave for the day.

Suspicious persons seen walking around the building should be approached regarding their business in the building, and/or you should call the Security Officer at 4-4416. Hazardous conditions or unsafe areas should be called to the attention of the Health & Safety Officer in the Personnel Service Office. The Health & Safety Officer will immediately notify the CEC Building Coordinator.

After Hours and Holiday Emergency Procedures

“After hours” is when the building is closed for business between 6:00 p.m. and 6:00 a.m., Monday through Friday, on weekends from 6:00 p.m. on Friday until 6:00 a.m. the following Monday, and 6:00 p.m. the night before a scheduled holiday to 6:00 a.m. the morning after the holiday.

Emergencies occurring after hours and on holidays when the building is closed must be reported immediately by first calling **9+9-1-1**, then notify the on-duty Security Officer, by phone at 4-4416, Cellular phone 591-0027, or pager at 499-6420. The Security Officer will then notify the Emergency Coordinator and the Building Manager. After reporting the emergency, any employees who are working after hours or over the weekend should evacuate the building if a potential for danger exists.

After hours or holidays, the CHP and the Security Officer on duty will assist in the evacuation, if necessary. They will pass through the building informing staff to evacuate. Employees who are requested to evacuate the building will use the same evacuation routes and sites as established for daytime evacuations unless informed otherwise. Upon notification from the CHP or fire safety officers that the emergency is over, the CHP or Security Officer on duty will notify employees to return to the building. Security Personnel will also contact the Emergency Coordinator to report the incident. They should not wait for the Emergency Coordinator to arrive before proceeding with the evacuation.

Telephone Usage During an Emergency

During catastrophic emergencies, such as fire, earthquake, explosions, etc., telephone lines must be kept open for use by emergency personnel and for communicating with employees in the building. Employees are urged to refrain from using the telephones during an emergency unless they are contacting 9-911 or members of the Building Emergency Team.

First Aid

In the event of **MAJOR** injury or illness:

1. **Do not move** the employee unless in imminent danger;
2. First person on scene should take charge of the situation;
3. Direct someone to **DIAL 9+9-1-1** immediately and, simultaneously;
4. Direct another person to notify Security – give name, location of injured person and nature of injury. Security will dispatch the Emergency Response Team;
5. Notify First Aid Personnel, located in the immediate area and listed on the “In the Event of an Emergency” goldenrod form in each employee’s office (there is also a list of responders on the CEC Phone List) and initiate first aid as appropriate;
6. Call the Personnel Office to obtain the Employee’s Emergency Notification Form.
7. Notify the employee’s supervisor.
8. The Emergency Coordinator or someone from Personnel will call the contact person listed on the employee’s Emergency Notification form.

In the event of **Minor** injuries:

1. Request assistance and notify first aid personnel so they can take immediate action;
2. Notify employee's supervisor;
3. Notify the Emergency Coordinator;
4. Call the Personnel Office to obtain Employee’s Emergency Notification Form; and
5. The supervisor or Emergency Coordinator will take follow-up actions as necessary:
 - a. Arrange hospital service, or
 - b. Arrange doctor's office treatment, or
 - c. Arrange doctor's office appointment.

All Work-site/Work-related Illnesses, Injuries And Accidents Must Be Reported To The Emergency Coordinator.

Non-vehicular accidents must be reported on form Std. 268, "Accident Other Than Motor Vehicle". Accidents involving motor vehicles must be reported on form Std. 270, "Report of Vehicle Accidents". Accident forms must be completed, by the employee involved, within 48 hours and submitted to the Personnel Office. These forms are submitted to the Department of General Services, Office of Insurance and Risk Management and/or the Office of the Attorney General.

Industrial Injury and Illness must be reported, by the supervisor, on an "Employers Report of Occupational Injury and Illness" (SCIF 3067). The SCIF 3067 must be completed within 48 hours of knowledge of the incident and forwarded to the Personnel Office. In addition, an "Employee's Claim for Worker's Compensation Benefits" (SCIF 3301) must be given to the employee. The supervisor is required to complete and date the SCIF 3301 and provide copies to the employee and the Personnel Office within one working day of receipt of the form from the employee.

Evacuation

1. When CHP or the Emergency Coordinator determines evacuation is necessary employees will leave the building **immediately and walk quietly** through the nearest designated exit or as instructed. Always evacuate away from the danger area. Building Emergency Team members or emergency personnel will be available to direct employees and ensure that evacuation instructions are carried out. (Refer to evacuation route maps, attached).

DO NOT USE ELEVATORS

2. Employees needing assistance to evacuate the building will be aided by employee assistants listed on Page 31. They will identify themselves to the employee needing assistance. Evacuation of employees who are disabled or injured will be given priority during the emergency. When reporting the location of a disabled or injured employee who needs evacuation assistance, be sure to state the exact location, e.g., on the third floor in the Northwest stairwell.
3. During an evacuation, employees should remove high heels **if necessary**, remain **quiet**, grasp handrails, and follow all other emergency instructions. When evacuating the building, **employees must walk; never run**.
4. **Employees will gather in the Southwest corner of Roosevelt Park on 9th Street between P and Q Streets, unless instructed otherwise. Monitors will account for their employees and report any information to their Floor Wardens. Floor Wardens will meet the Emergency Coordinator at the drinking fountain in Roosevelt Park, unless instructed otherwise, to report completed evacuation and any unaccounted employees.**
5. After evacuation is completed, the CHP and other emergency personnel will control entrance to the building.
6. When the emergency is over, the Emergency Coordinator will advise employees to return to the building after emergency personnel (CHP; fire safety officers) determine it is safe.

Building Search

To ensure no employees remain in the building, the following searches will take place in designated areas:

Maintenance Personnel: General Services Building Maintenance Personnel will search those areas assigned to the building manager, maintenance and equipment storage areas, and the outside and rooftop areas of the building.

Occupant Search By Employee: Employees will be asked to search their own immediate work areas and report the results of their search to the Floor Warden who will direct office searches and evacuations as deemed appropriate.

Team Search: Floor Wardens will direct a team of employee volunteers to search all public areas to include lobbies, bathrooms, hallways, closets, storage rooms, and evacuation routes.

California Highway Patrol (CHP) Personnel: CHP personnel will assist in all areas of the search as necessary.

NOTE: IN ORDER TO ENSURE A WELL-COORDINATED BUILDING EVACUATION IN A REAL EMERGENCY, PLANNED EVACUATIONS WILL BE CONDUCTED REGULARLY.

Earthquake

In the event of an earthquake:

1. Remain calm and alert others.
2. If inside, do not leave. Immediately take cover under tables, desks, doorways, or similar protected places.

DUCK, COVER AND HOLD

3. Keep away from overhead fixtures, windows, filing cabinets, and bookcases.
4. In an **elevator**, take cover against the interior wall until the elevator stops, then **get out** on the nearest floor as soon as possible.
5. In a hallway or corridor brace yourself against the wall and duck down covering your head and eyes with your arms.
6. Await emergency instructions.
7. If outside, move into a doorway, or move to an open area away from flying objects.
8. When **driving**, do **not** stop on or under a bridge or overpass, pull to the side of the road in a **safe, open area**, and stay in the car and listen to the radio.

After Shaking Stops:

1. Check people around you for injuries and provide assistance where possible.
2. **Expect after-shocks** and beware of falling debris or electrical wires.
3. Do **not** use telephone except for emergency assistance.
4. Do **not** use elevators.
5. Follow emergency instructions, evacuate if and when instructed, and proceed to evacuation area. If available, turn on radio and listen for emergency broadcasts.

Fire

Upon discovering smoke or fire, **Get Away From The Fire Area**, then:

1. **Dial 9+9-1-1** and state the following:
 - a) I'm reporting a fire (brief description)
 - b) My address is 1516 Ninth Street. Cross streets: Ninth and P Streets.
 - c) The fire is on the _____ Floor, Room _____, or give location (e.g. SW, SE, NW, NE, etc.)
 - d) My name is _____.
 - e) My telephone number is _____.
 - f) Give backup number, such as main number of your office or division.

DO NOT HANG UP UNTIL YOU HAVE VERIFIED THE INFORMATION WAS RECEIVED

2. If it is safe to do so, close other doors (and windows) to contain the further spread of smoke and fire. Smoke contains deadly toxic fumes and containment is vital in preventing panic and injuries.
3. Employees should only attempt to extinguish small fires that can be safely contained.
4. Notify the Emergency Coordinator or Alternate Coordinator and pull the fire alarm. Alarms are located at each elevator on each floor and by the south stairwell hallways.
5. The Emergency Coordinator or Floor Warden will send a messenger to meet and direct the Fire Department to the location of the fire.
6. The Emergency Coordinator or Alternate Coordinator will telephone all Floor Wardens to notify them of a possible evacuation. Floor Wardens will alert Zone Monitors and Employee Assistants to prepare for evacuation.

If necessary evacuate the building. Follow the evacuation procedures outlined on pages 10 and 11.

NOTE: THE FIRE HOSES LOCATED BY EACH EXIT ON EACH FLOOR **SHOULD NOT BE USED BY STAFF.** THESE HOSES SHOULD BE ONLY USED BY FIRE SAFETY PERSONNEL. THE ALARM SYSTEM IN THE BASEMENT WILL BE ACTIVATED BY THE WATER SPRINKLER SYSTEM IF A FIRE OCCURS IN THAT AREA. FIRE EXTINGUISHERS ARE LOCATED WITH THE FIRE HOSES LOCATED BY EACH EXIT ON EACH FLOOR. NOTE LOCATIONS ON FLOOR PLANS, ATTACHED.

Bomb Threat

Employees receiving a bomb threat should immediately notify the CHP by dialing **9+9-1-1**, then notify the Emergency Coordinator or Alternate Coordinator and the Security Officer on duty.

NOTE: DO NOT USE CELLULAR PHONES or other communication devices (other than a normal phone) as this could detonate a bomb if the threat is real.

If a bomb threat is received by phone:

NOTE- write down the caller's **exact words** (or as close as possible to what is said) and ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?
6. What is your name and telephone number?

KEEP THE CALLER ON THE PHONE AS LONG AS POSSIBLE

Record the following information:

1. Time and date of call.
2. Sex and approximate age of caller, if discernable.
3. Exact words of person or as close as possible.
4. Speech pattern – Calm, excited, angry, crying, stutter, raspy, etc.
5. Background noises – street noises, house noises, air traffic noise, etc.
6. Time call concluded.

If you receive a written threat, you should:

1. Safeguard the object (letter, envelope, package, etc.) as evidence.
DO NOT HANDLE it further.
2. Notify the CHP by calling **9+9-1-1** (see page 18).
6. Notify the Emergency Coordinator or Alternate Coordinator and the Security Officer on duty at 4-4416.

If you are uncertain about an object (letter, package, envelope) treat it as a suspected bomb. Some characteristics to look for:



BOMB ENVELOPES

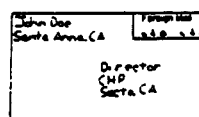
EXCESSIVE POSTAGE
INACCURATE OR INCOMPLETE ADDRESS TO THE DEPARTMENT
OILY STAINS OR DISCOLORATIONS



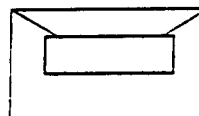
NO RETURN ADDRESS
INCORRECT TITLES
MISSPELLINGS OF COMMON WORDS



FOREIGN MAIL, AIR MAIL AND SPECIAL DELIVERY
UNOFFICIAL RETURN ADDRESS
HANDWRITTEN OR POORLY-TYPED ADDRESSES
TITLES BUT NO NAMES



EXCESSIVE SECURING MATERIAL SUCH AS
MASKING TAPE, STRING, ETC.



CHARACTERISTICS TO WATCH FOR:

- ★ A stiff envelope (caused by an interior cardboard brace).
- ★ An envelope with more than ordinary thickness (at least 1/8").
- ★ An envelope with slightly more than ordinary weight which, in turn, may show more than ordinary postage (probably in stamps, instead of a postal strip to avoid detection at the originating post office).
- ★ An inaccurate or incomplete address to the department.
- ★ An unofficial return address or no return address
- ★ Other peculiar characteristics (e.g. foreign postage, excessive postage, handwritten or poorly-typed addresses, incorrect titles, misspelled words, oily stains or discolorations, protruding wires or tinfoil, masking tape, etc.).

IF A SUSPICIOUS ENVELOPE IS FOUND:

1. Do not handle unnecessarily. Gently place the envelope in a bomb receptacle (if available or in a stationary location near where you first picked it up).
2. Secure that location.
3. Follow your local procedures concerning bomb threats.

What to do with a suspected bomb:

1. **DO NOT TOUCH, MOVE OR DISTURB the object.**
2. Notify other employees and evacuate the immediate area; discourage reentry.
3. Call CHP and give exact location and brief description of the object.
7. Open windows and doors, when possible or safe to do so.
8. Notify Emergency Coordinator or Alternate Coordinator.
6. CHP will evaluate situation and determine appropriate action.

Bomb Search

The safest and most effective method for handling a bomb threat is to begin an occupant search immediately after receipt of the threat. A visual search by employees is critical since this is the most effective method of locating a foreign or suspicious object in any given area.

The Emergency Coordinator, Alternate Coordinator, or Floor Warden will assign the following search duties:

Employees Search

Employees should survey their immediate work areas or area to determine if something is new or out of place as they exit the building. Only you know what should not be in your immediate work area.

Remember, You are Only Looking For Something That Should Not Be There!

Team Search

Teams will not be organized to search the public areas. This will be left to the CHP Bomb Squad or other officers.

Building Maintenance Personnel

Maintenance personnel will search only those areas assigned to them by the building manager. If a threat exists, the maintenance and equipment rooms, the rooftop and outside areas will be searched by the appropriate CHP officers.

California Highway Patrol (CHP) will assist in the search.
What To Look For:

1. Most bombs **do not** look like bombs. Explosives may be packaged in a variety of innocent looking containers such as a box, briefcase, paper bag.
2. Look for the unusual or something that appears out of place. Anything that does not belong or whose nature and presence cannot be adequately explained is to be considered a suspicious object.

Locating a Suspicious Object

1. Assume it is dangerous. **DO NOT TOUCH, MOVE OR DISTURB** any suspicious object.
2. Leave the immediate area.
3. On your way out, notify those around you and alert management.
4. Notify CHP by dialing **9+9-1-1**. Give exact location and brief description of the object, size, color, markings, etc.
5. After you have done the things listed above, notify the Emergency Coordinator.
6. Floor Wardens will, at the direction of the Emergency Coordinator, evacuate vulnerable areas; leave doors and windows **open**, and deter re-entry.
7. CHP will evaluate the situation and determine appropriate action.
8. Emergency Coordinator or Alternate Coordinator will contact the CEC Building Coordinator to shut off utilities to the building as requested by the CHP.

Search Results

After each area has been searched, Floor Wardens will report their results to the Emergency Coordinator or the Command Center and affected Commission staff.

Explosions

In the event of an explosion in the building, employees should:

1. **First, take cover** under tables, desks, or other large objects which will protect against flying glass or debris.
2. **Dial 9+9-1-1.**
3. Notify Emergency Coordinator or Alternate Coordinator, and appropriate building Security Officer.
4. After the explosion has subsided, the CHP or the Emergency Coordinator will determine if evacuation is necessary.
5. If evacuation is ordered, exit as instructed by emergency personnel.
6. Upon leaving the building, proceed to evacuation sites and await instructions from emergency personnel.

Hostile Attack

Civil Defense signals warning of hostile or enemy attacks toward the State are sounded by sirens.*

Alert Signals

There is a steady blast or tone for three to five minutes signifying that essential emergency information will be broadcast on radio and television stations.

1. If evacuation is necessary, employees will evacuate according to the instructions of emergency personnel.
2. Employees should take personal belongings and possessions when leaving workstations.

Attack Signals

This is a wailing tone or a series of short blasts for three to five minutes. It signifies that an actual attack against this country has been detected. Employees should:

1. Take cover under tables, desks, or any large objects which will protect against flying glass or debris.
2. Stay against the wall furthest from the windows for protection.
3. Remain covered until other action is directed by the Emergency Coordinator.
4. The Emergency Coordinator will contact appropriate authorities for further information and action.
5. If evacuation is ordered, proceed as instructed by emergency personnel.

* Emergency sirens are tested on the last Friday of each month at 11:00 a.m.

Weapons/Assault Hostage

If a person appears with a weapon:

1. Protect yourself, seek cover, or leave the room, if you are able.
2. Dial **9+9-1-1**
 - a. Advise there is a person with a weapon.
 - b. Give address, floor, room number, or location (e.g. SW, SE, NW, NE, etc.)
 - c. Give description of person and weapon.
 - d. Provide your name and telephone number.
3. Warn others in immediate area.
4. Close and lock doors, and alert others to do the same. Stay in a protected office area.
5. Notify Emergency Coordinator or Alternate Coordinator, and Security Officer on duty, and keep them informed.
7. If you have **new** information or any changes in the situation, call the CHP at 445-2895 (non-emergency phone number) and keep them updated as you safely can.

If an assault occurs:

1. Protect yourself.
2. Dial **9+9-1-1**
 - a. Advise of situation and immediate needs (ambulance/police).
 - b. Give address, floor, room number, and location (e.g. SW, SE, NW, NE, etc.).
 - c. Give description of person(s) and type of weapon.
 - d. Give suspect's present location and status.
 - e. Give your name and call-back number.
 - f. If subject remains in office stay on line until person(s) leave.
3. For injuries, summon assistance and notify first aid personnel.
4. Notify Emergency Coordinator or Alternate Coordinator, and the appropriate Building Security Officer on duty.

5. The Emergency Coordinator, or person in charge of “scene,” will send a messenger to meet the police in atrium, if possible.
6. If you have new information or any changes in the situation, call and advise the CHP at 445-2895 (non-emergency phone number).
7. If the seriousness of the incident escalates, contact the Security Desk and provide updated information (for rumor control purposes). If the CHP has not yet arrived, the Security Desk will determine if another call to **9+9-1-1** is necessary.

If a hostage incident develops:

1. Do not panic, stay alert and cooperate as necessary.
2. Attempt to quietly escape without taking any risks.
3. If possible, dial **9+9-1-1**
 - a. Advise of a possible hostage situation.
 - b. Give address, floor, and room number or location (e.g., SW, SE, NW, NE, etc.).
 - c. Describe number of suspects and description.
 - d. Describe weapons.
 - e. Give number of employees held.
 - f. Give call-back number and name.
4. If possible, notify Emergency Coordinator, Alternate Coordinator, or Security Officer.
5. People involved or those closest to the incident should go to the Security Desk and provide information to aid police.
6. Nearby offices should be evacuated if safe to do so; employees should move quietly out of the area.
7. Notify the Security Desk of any evacuations or changes in the situation.
8. Evacuation of the building will be coordinated through the Security Desk/Command Center.

Flood

Sudden, Severe Flooding

Evacuate all office spaces immediately and relocate to a safe place or upper floors or on the roof. If possible, take a portable radio with you, and tune to a general public information radio station.

The Emergency Coordinator or Alternate Coordinator will obtain direction from the Office of Emergency Services and provide further instructions.

Slow Flooding

The Emergency Coordinator or Alternate Coordinator will be in contact with the Office of Emergency Services, the CHP, or other local authority to determine estimated time and depth of the flooding.

The Emergency Coordinator and emergency staff will evaluate the expected results of the flooding and recommend actions upon the advice of the CHP and/or other authorities.

Services to the public may be suspended long enough to resolve problems caused by the flooding.

Damage Prevention

Immediate actions must be taken by the Emergency Coordinator and emergency staff to prevent or reduce damage by contacting the Building Manager to shut down utilities and power as soon as possible, and remove records and supplies from danger area. Cooperation with CHP or local law enforcement, and emergency personnel is important.

Long Term Preparedness

If flooding is likely, each office should develop a plan ahead of time and make their staff and the Emergency Coordinator aware of the procedures. Records, files, computers, printers, and other equipment must be moved to a dry location on the upper floors, as time allows. First consideration should be given to confidential records and most valuable equipment, since time may not allow all records and equipment to be moved.

Theft

Theft in Progress

1. **Dial 9+9-1-1**, the emergency number, and report the theft in the following manner.
 - I am reporting a theft in progress.
 - Give address and location inside building.
 - Description of suspects, if possible.
 - Description of stolen items, if possible.
 - Give your name and call-back phone number.
2. Then notify:
 - The Security Officer.
 - The Emergency Coordinator in the Personnel Office.
3. Complete a Crime on State Property Report, Std. Form #99 (available from Business Services), and submit copies to the Health & Safety Officer (located in the Personnel Office) and to the Business Services Officer. The Health & Safety Officer will fax it to CHP, and keep a copy on file.

Theft After the Fact

1. Call CHP at 445-2895 (non-emergency phone number) and report the theft. Give the following information.
 - Give your name.
 - Give address 1516 Ninth Street.
 - Give location of where the theft took place (floor, office/cubicle, etc.)
 - Give description of stolen items.
 - If possible, give description of suspect.
 - Give your work phone number.
2. Repeat #2 and #3, above.

NOTE: TO HELP KEEP THEFTS AT A MINIMUM, QUESTION STRANGERS WALKING THROUGH YOUR AREA AND/OR CALL THE SECURITY OFFICER ON DUTY, AND KEEP YOUR PERSONAL ITEMS (PURSES, WALLETS, ETC.) HIDDEN OR LOCKED UP OR WITH YOU.

Blackouts

The State's general policy during a Stage III energy alert is to maintain normal work hours, including situations when management memos direct departments to reduce energy use by turning off certain office equipment and non-essential lights. However, the State's primary concern is safety, for the public as well as employees and their families. Therefore, the following circumstances will be accommodated.

Any employee whose dependent-care arrangements have been disrupted should be allowed to leave to deal with the situation. In addition, any employee who has reason to believe that the safety of family members and/or home security is jeopardized by a blackout should be allowed to leave for a reasonable period to deal with the situation. Employees will not be charged for such leave as long as it is taken in accordance with this policy. Normal management and supervisory discretion is not reduced by this policy.

If it is determined that an urgent situation exists that poses a health and safety risk for employees to remain at work, a notice revising this general policy will be issued.

If a rolling blackout occurs during work hours:

1. **Emergency location:** Employees should stay in the building if a blackout occurs. Generally, areas with the most natural light are best. Remember, rolling blackouts are intended to be temporary situations, lasting roughly 1-2 hours.
2. **Accessibility issues:** Employees who have limited mobility are assigned employee assistants to ensure they will be able to safely move about or exit the building in the event of a blackout.
3. **Emergency backup:** The Commission building is owned by the State; therefore, the Department of General Services will ensure that any backup generator sources (e.g., UPS, emergency generators) are tested and readily available to power critical life-safety functions of the building.
4. **Building security:** The Emergency Coordinator will contact the CHP, if necessary, during a blackout and afterwards to report on conditions and the safety of employees.
5. **Supplies:** Floor Wardens and Zone Monitors are issued emergency supplies. Supplies in their possession include flashlights, radios, and batteries.

What To Do During a Blackout

1. Lighting

All lights will go out except the emergency lighting system which includes emergency lights in the corridors, stairwells, office areas and entry ways. This along with lighting from the windows should provide enough light to safely remain in the building or to exit the building safely if necessary. At night, the emergency lighting system will allow safe exiting of the building.

Aisles are to be kept clear of obstacles to avoid tripping and falling. Building emergency response team personnel on each floor have flashlights available in case they are needed.

2. Elevators

If you can, please use the stairs instead of the elevator during a blackout. One passenger elevator and the freight elevator are powered by the emergency generator, so it would be available during a power outage. Elevators that are not on emergency power will stop where they are when the power goes out.

Floor Wardens will check the elevator on their floor to determine if they are occupied. They will inform anyone trapped in the elevator there has been a power outage and have a staff person stay in contact with them until the electricity is on. Passengers in elevators during a power outage may follow procedures posted in the elevator for emergency assistance; emergency phones may be used to call for help if they believe it is necessary.

3. Computers

All computers, monitors and printers should be turned off immediately upon loss of power. The best way to ensure this is to turn off the power at the surge protector. When power is restored, wait 5 minutes or so for power to stabilize before turning on equipment again. To minimize damage to computer equipment from blackouts at night, all equipment should be shut down at the end of each day.

4. Parking Structures

State agencies/departments and employees should verify with their parking provider how to enter and exit parking lots and garages during a blackout. Most parking facilities will not have emergency power. There are emergency exit lights to direct people to pedestrian exits.

5. Communications

Phone systems may not function, depending on the phone you use. Generally, single line phones with no power hook-up and older five-line phones will work during an outage (they aren't plugged into an electrical outlet). You can test

your phone by checking to see if it is plugged into an electrical outlet. If it is, temporarily unplug it and check to determine if there is a dial tone (it will not function without a dial tone). Have someone call you to determine if the phone will ring. Some phones are useable, but will not ring during a blackout. PacBell has enough emergency generator power to service downtown customers for several hours.

6. Ventilation

In a power outage, heating, ventilating, and air conditioning systems will shut down and return when power is restored. A lack of ventilation for the amount of time the power may be out should not pose a health or safety concern.

7. Security

Electronic locks on the entrance doors to the building will remain in the position they were in before the blackout. Exiting from the building is always available. Cameras and alarm systems have battery backup and should continue to function.

8. Access

Automatic door openers on inside doors will not function during a blackout. Staff requiring the accommodation of the automatic door openers will need assistance.

9. Fire Alarm System

These functions will not be interrupted, as these systems are on the emergency generator circuit.

10. Emergency Generator

The building has an emergency generator for critical building support systems such as emergency lighting, elevators, fire sprinkler pumps, and fire-life safety systems. This generator will start automatically within moments of a power loss and assume the emergency loads. Typically, there is enough fuel for this system to operate for at least 8 hours.

11. Plumbing

This building is not tall enough to require booster pumps on the city water system. Consequently, there should not be a loss of water pressure on upper floors and toilets and water faucets should function normally.

Safety Tips for Employees

Blackouts may occur at any time without warning. Therefore, it is important that you are prepared for such an event to ensure your own safety.

Safety precautions during work hours

- Avoid using elevators. Take the stairs instead. If you are in the elevator when there is a power outage, remain calm and follow the emergency instructions posted inside the elevator. The phone in your elevator may only be connected to the elevator's service operator, who may or may not be able to respond before the blackout ends. Floor Wardens will check the elevators on each floor to notify the occupants of the blackout and to determine if the emergency instructions need to be followed.
- If you have a disability and need special assistance to exit the building, notify your assigned emergency person of your location so that assistance may be provided.
- Make sure you know where the emergency exits are located in the building.
- Re-familiarize yourself with the evacuation plan for the building.
- Keep a coat or sweater at your desk in case the heating, ventilation, or air conditioning system is not functioning.
- Make sure all aisles, exits, and entrances are clear and unobstructed in the area for which you are responsible.
- Consider keeping a flashlight in your workspace and in your vehicle.
- Make sure you know the location of the first aid/emergency supply area and the location of your office's emergency evacuation plan.

Safety precautions after work hours

- Travel to parking lots in pairs.
- Be aware that the street and parking garages may have little or no lighting.
- Be aware that garage access/exit by card keys will not function, but pedestrian exiting should be available. Although some wooden gates may be manually operated by the garage attendant, metal mesh gates and roll up doors will stay in whatever position they are in when the power goes out.
- If you are inside the parking structure during a power failure, it is possible you may not be able to exit in your vehicle immediately. If this occurs, remain calm and look for posted instructions near the exit.
- During a power outage, you will likely not be able to enter a parking structure.
- Be aware that traffic signals also may be affected by the energy outage and, therefore, may not work. Exercise extreme caution at intersections and light-rail crossings.
- Develop a contingency plan for dependent care in case your normal arrangements are disrupted. Be aware that in emergency situations, your dependent care provider's phones may be affected by a power outage.

- Make sure the battery for your cellular phone is charged.
- If walking, take precautions to ensure that you are visible to motorists.
- Be aware that your home automatic garage doors will not operate without electrical power. Know how to manually open the garage door.
- Secure additional flashlights for your home and, whenever possible, avoid using candles for emergency lighting.
- Follow defensive driver procedures and techniques.

Certified First Aid/CPR Personnel

<u>Name</u>	<u>Division</u>	<u>Floor</u>	<u>Phone</u>
Karen Van Egdon**	ASD	1	4-4100
Security Guards	Security	1	4-4416
Bryan Jacobs**	ITS	1	1-6180
Kim DuVall	ASD	1	4-4326
Mark Hutchison	ASD	1	4-6718
Randy Roesser**	ASD	1	4-4390
Bob Chow	ITS	1	3-1151
Dave Maul**	SAFS	2	4-3941
Suzanne Korosec**	TSD	2	4-4516
Bill Blackburn	TED	2	7-1002
Todd Lieberg	TSD	2	4-4059
Jack Caswell	SAFS	2	3-0062
Jennifer Allen**	TED	2	3-0291
Paul Kramer**	CCO	2	4-5103
Lynette Esternon	TSD	2	3-2728
Jason Sterling	TED	2	4-4642
David Flores**	SAFS	2	4-3861
Mike Trujillo	TED	2	4-4566
Chester Hong	CCO	2	4-3951
Bruce Cenicerros**	EDAD	3	3-1590
Susanne Garfield**	MPC	3	3-0390
Elizabeth Parkhurst**	MPC	3	4-5015
Rob Schlicting	MPC	3	4-5159
Ajoy Guha	SAFS	3	4-5012
Tav Commins	EDAD	3	3-1598
David Vidaver	SAFS	4	4-4656
Pat Perez	TED	4	4-4527
Gigi Tien**	TED	4	4-4868
Nancy Jenkins	TSD	Bonderson	4-4739
Marc Pryor	SAFS	Bonderson	3-0159
Kevin Kennedy	SAFS	Bonderson	1-8836

Names in **BOLD** and ** are members of the *Emergency Response Team*.

This page will be updated as needed.

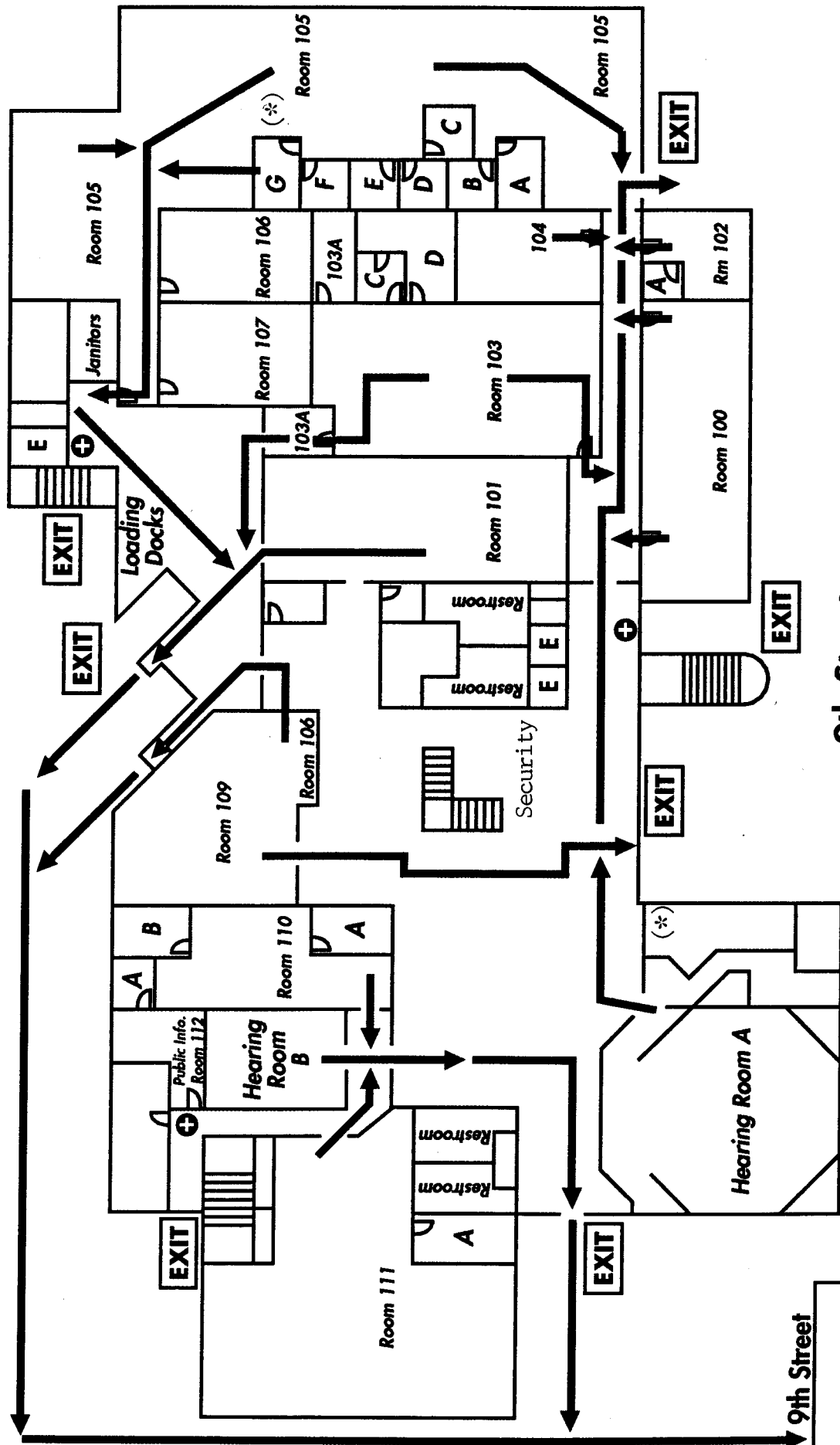
FLOOR WARDENS				
<u>1st Floor</u>	<u>2nd Floor</u>	<u>3rd Floor</u>	<u>4th Floor</u>	
Randy Roesser (N)	Debbie Jones (N)	Chris Tooker (S)	Linda Nesbit (N)	
Betty LaFranchi (N-alt)	Caryn Holmes (N-alt)	Scott Tomashefsky (S-alt)	Mary Dyas (N-alt)	
Cheryl Raedel (S)	Suzanne Korosec (S)	Tracy Boggs (N)	Ron Wetherall (S)	
Karen Hamilton (S-alt)	Elaine Sison-Lebrilla (S-Alt)	Valerie Hall (N alt)	Richard Jensen (S alt)	

ZONE MONITORS				
<u>1st Floor</u>	<u>2nd Floor</u>	<u>3rd Floor</u>	<u>4th Floor</u>	
Kim DuVall (N)	Art Firebaugh (S)	Phil Dyer (S)	David Flores (N)	
James Lee (N)	Bill Westerfield (N)	Bill Junker (S)	Jack Caswell (N)	
Bob Chow (N)	David Michel (S)	Susanne Garfield (S)	Eric Knight (N)	
Debbie O'choa (N)	Drake Johnson (S-alt)	Rob Schlicting (S)	Bob Eller (N)	
Chris Gekas (S)	Mike Heintz (N)	Michael Poe (S-alt)	Dave Maul (S)	
Judi Eghan (S)	Susan Mattox (S-alt)	Mike Smith (S)	Magdy Badr (S)	
Joe Bubbico (S-alt)	Phil Spartz (N)	Angelica Ramos (N)	Adam Pan (S)	
Liz Stone (S-alt)	Gary Yowell (N)	Tav Commins (N)	Todd Peterson (S)	
Dale Chisum (N-alt)	Chris Scruton (S)	Linda Franklin (N-Alt)	Richard Benjamin (S)	
Katherine Nicholls (N)		Bill Schooling (N)	Rick York (S-alt)	
Atlas Hill (N-alt)		Glen Sharp (S)	Nita McGlothin (S)	
		Kevin Kennedy (S)	Mary Ann Miller (S-alt)	
			Connie Bruins (N)	
			Ila Lewis (N)	
			Evelyn Johnson (N-alt)	

EMPLOYEES NEEDING ASSISTANCE	
<u>Staff Assigned to Assist Employees</u>	<u>Employees Needing Assistance</u>
Lou Quiroz or LuAnne Tuttle	Lisa Brown (1 st Flr.)
Chuck Mizutani	Rosella Shapiro (2 nd Flr.)
Doug Herr, Chris Fultz, Tony Rygg, Bryan Alcorn	Alan Marshall (3 rd Flr.)
Sue Griffin, Connie Leni or Joel Klein	Karen Griffin (4 th Flr.)

EMERGENCY EVACUATION MAP

FIRST FLOOR



9th Street

P Street

Roosevelt Park

Updated 12/20/02

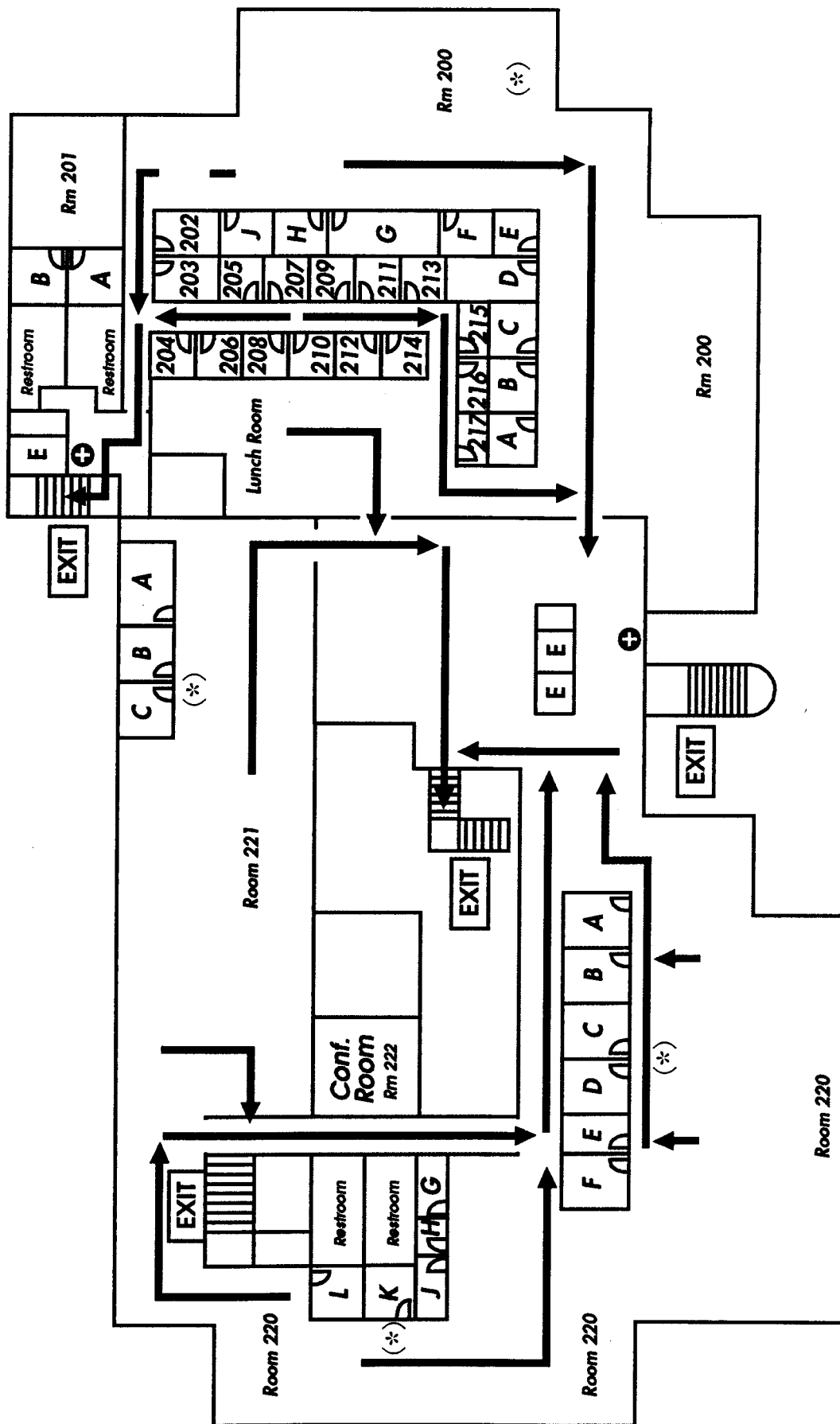
(*) - First Aid Kits

YOU ARE HERE

EXIT PATH

Evacuation Chair

EMERGENCY EVACUATION MAP SECOND FLOOR



(*) - First Aid Kits

9th Street

Roosevelt
Park

Updated 12/20/02

⊕ Evacuation Chair

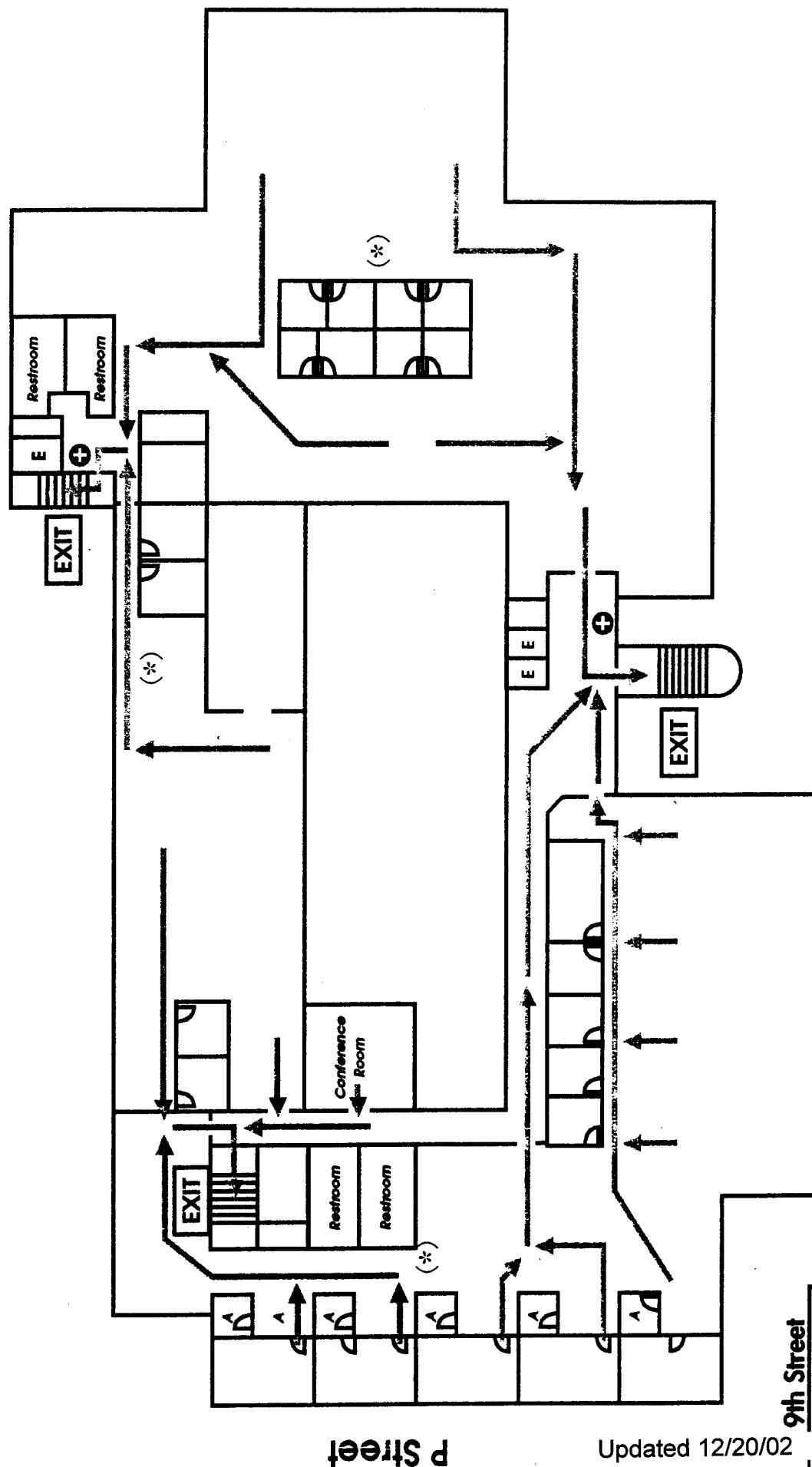
YOU ARE HERE

— EXIT PATH

EMERGENCY EVACUATION MAP

THIRD FLOOR

36



9th Street

(*) - First Aid Kits

⊕ Evacuation Chair

YOU ARE HERE

EXIT PATH

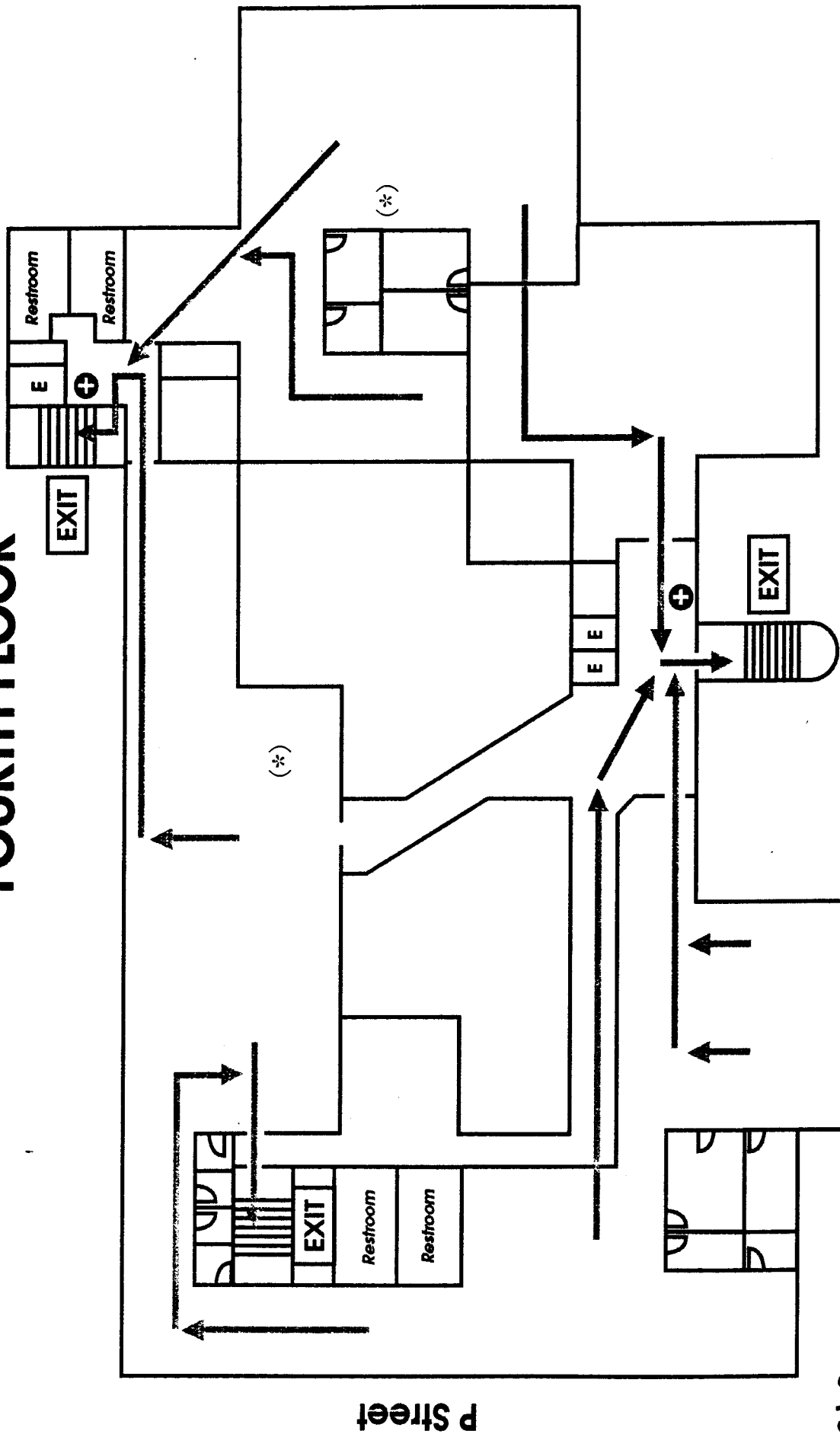
P Street

Roosevelt Park

Updated 12/20/02

EMERGENCY EVACUATION MAP

FOURTH FLOOR



(*) - First Aid Kits

⊕ Evacuation Chair

YOU ARE HERE

— EXIT PATH

P Street

Roosevelt Park

9th Street

9th Street

P Street

O Street

